

Cascade County

Job Vacancy Announcement

Position: Grants Coordinator	Closing Date: October 11, 2011
County Department: County Commission	Dept. Admin.: County Commissioners
Type of Position: Full-time	Salary: \$36,000-\$38,000
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

Under general direction and supervision of the Board of County Commissioners monitors, and evaluates the compliance and financial aspects of all grants for Cascade County. This position is also responsible for numerous sponsored grants that the County has. This position will prepare the Single Audit Section for the County's yearly Comprehensive Annual Financial Report. The employee is expected to ensure grant compliance and grant financial compliance of each department and to search for special need grants for the County. Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs; compile and write grant applications; write or supervise writing of proposals, budgets, reports, and other ancillary materials; review and edit draft applications for accuracy, completeness, and clarity; submit grant applications in accordance with grant requirements; provide information, research, analysis, written reports, and recommendations to management as needed; coordinate and plan program activities to ensure program efficiency, effectiveness, and grant compliance; develop internal reporting systems; review project status and revenues and expenditures to ensure proper expenditures are made for grant projects; resolve issues and conflict with funding agencies; prepare and submit quarterly or annual reports as required by granting agencies; advises on various operational; makes recommendations for improvement and implements programs, standards and procedures; creates and maintains a high performance environment characterized by positive leadership and strong team orientation; develops, maintains, and updates standard operating procedures and policies; develops plans and schedules to meet unexpected situations and new developments; read, comprehend, and enforce contract terms and conditions of program compliance; attends meetings and conferences; interacts positively with other county employees, clients, customers, families, State and Federal agencies, providers, support professionals and other in the community in a professional and respectful manner at all times; attends all job related training; adheres to standards of confidentiality with program/service participants, staff and/or fiscal matters; completes all forms and documentation as required

Job Requirements

Knowledge and understanding of: Research principles and methods; budget development and monitoring methods; grant application process; consolidated Federal Regulations (CFR) and Federal Acquisition Rules (FAR); Office Management Budget (OMB) circulars as pertaining to contract and grant requirements; Montana Code Annotated (MCA) for Contract Requirements, Procurement Policy and Local Government (primarily Titles 2, 7 and 18); grant writing and reporting principles and techniques; governmental accounting systems; Cascade County Human Resource policies and procedures; Microsoft Office software, (Word, Excel, Outlook); safety rules, procedures and practices.

Ability to: Establish effective working relationships with Federal & State agencies, other county departments, employees and the general public; prepare accurate and reliable reports containing findings, recommendations, and technical documentation; develop, write, and implement strategic plans; train individuals on proper grant report procedures; operate a personal computer using word processing spreadsheet and database applications appropriate to assigned duties; day travel within Cascade County; attend seminars which may require some overnight trips; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines; meet challenges with resourcefulness through original thinking and creativity; monitor and evaluate services provided and service effectiveness; respond promptly to requests for service and assistance from the public and various office personnel; deal with frequent change, delays or unexpected events; read and comprehend materials; analyze and compile information; adhere to standards of confidentiality; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements.

Education and Experience

Bachelor's Degree in English, Communications, Business Administration, Public Relations or related field **and** two (2) years experience in grant writing, monitoring, and compliance **or** any equivalent combination of education and experience equal to six (6) years experience. Applicant must also possess and maintain a valid driver's license.

****** IN ADDITION TO A COMPLETED CASCADE COUNTY EMPLOYMENT APPLICATION, ALL APPLICANTS MUST SUBMIT A PREVIOUS GRANT APPLICATION THAT YOU COMPLETED AND WERE AWARDED, IN ORDER TO BE CONSIDERED A COMPLETE APPLICATION.**

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER